MISSOURI SCHOOL IMPROVEMENT PROGRAM

BUILDING PRINCIPAL INTERVIEWS

DIRECTIONS:

1.   Complete the headings at the top of the pages. Use the positions (not names) of the persons being interviewed.

2.   **ASK EACH INTERVIEWEE ALL QUESTIONS IN THE PACKET.**

3.   Complete the checklists for LMCs and for Facilities on the interview sheets while walking around the facilities and grounds.

4.   Check your responses to the questions: are they clear, complete thoughts, and legible?

5.   Follow the Team Leader's directions for distributing the interview sheets to the appropriate committees.

District _____   **Building** _____

Team Member _____   **Staff Interviewed**   (1)_____
                                                                               (2)_____

6.1.1
(P1) How do you know the curriculum is preparing students for the MAP?

(P2)   How is the curriculum articulated with other grades and subject areas?

6.1.2
(P3) What training in writing or developing curriculum have you participated in during the last two
          years?

(P4)   Who is responsible for overseeing the implementation of the curriculum in this building?
            [verification question]

6.2.1
(P5) How are test-taking skills taught?

(P6) What staff development activities directly related to the assessment program have been provided?

(P7) How do you assess the Show-Me Standards not covered by the MAP?

6.2.3
(P8) What kinds of disaggregated student achievement data does the board review each year?

6.2.5
(P9) [verification questions] What changes have been made in your curriculum in the last three years?

Why were these changes made?

What were the results of these changes in terms of student achievement?

6.3.1
(P10) What specific instructional strategies have been emphasized in your district?

(P11) What specific instructional strategies have been emphasized in your building?

(P12) Have you participated in training related to these strategies?

(P13) What encouragement/support is provided to teachers as they implement these selected instructional strategies?

6.3.3 [The following four questions are only for elementary principals and reading specialists to verify District Response 6.3.3.]

(P14) Have clear reading goals for every grade level been established?

How is reading progress monitored?

How much time do the teachers spend on reading instruction?

Describe the reading instruction or strategies you provide.

6.3.4
(P15) How is reading assessment data used to improve instruction?

6.7.1

(P16)   What kinds of on-going/long-term professional development activities have you participated in?

6.7.2

(P17)   Is participation in professional development activities used in the teacher evaluation process?

6.7.6

(P18)   How is time provided for staff participation in professional development activities?

[Additional Information]

District _____ **Building** _____

Team Member _____ **Staff Interviewed** (1)_____
  (2)_____

6.4.4
(P23) How do teachers use technology in your building?

6.8.4
(P24) What plans have been made for improving LMC services, facilities, and instruction?

(P25) Are these plans part of the CSIP?

6.8.1 and 6.8.3

CHECKLIST FOR LMCs

Team observations indicate the LMC in _____**[school name]** has:

YES / NO -appropriate facilities (attractive, comfortable, encourage student and staff use)
YES / NO -age-appropriate furnishings (chairs, table, height of shelves)
YES / NO -adequate storage/work space (for librarian)
YES / NO -seating space for minimum of two (2) classes (based on average class size in the building)
YES / NO -most books in "good" condition (all pages attached, spine not torn or frayed, no torn pages, white paper)
YES / NO -socially- and culturally-diverse resources
YES / NO -age-appropriate resources

District _____   **Building** _____

Team Member _____   **Staff Interviewed**   (1)_____
                                                                    (2)_____

6.6.1
(P19)   When and how is the code of conduct or disciplinary policy disseminated <u>to students</u>?

How is this disseminated <u>to parents</u>?

(P20)   How do students learn about the district's code of conduct or disciplinary policy?

6.9.1
(P21) How has the guidance program been modified to address issues identified in the CSIP?

6.9.2
(P22) Are sufficient guidance and counseling resources available to students?

_____

[Additional Information]

District _____   **Building** _____

Team Member _____   **Staff Interviewed**   (1)_____
                                                                     (2)_____

6.3.6
(P26)   What services are available for at-risk students?

7.3.4
(P27)   [secondary principals only] Describe your plan for evaluating the effectiveness of the district's vocational
            programs?

(P28)   [secondary principals only] What plans for vocational program improvement have been included in your
            district's Comprehensive School Improvement Plan (CSIP)?

_____

[Additional Information]

District _____   **Building** _____

Team Member _____   **Staff Interviewed**   (1)_____
                                                                        (2)_____

8.5.2
(P29) How are staff members included in preparing the district's budget?

8.7.3
(P30) How do patrons, parents, and students present concerns or ideas to the board?

(P31) If a parent or a student has a conflict or disagreement related to school operations, what procedures do they follow to resolve the conflict?

8.9.1
(P32) Is your building: (1)   (2)
           clean?   YES / NO   YES / NO

           well-maintained?   YES / NO   YES / NO

           appropriate for your program?   YES / NO   YES / NO

           adequately wired for new technology?   YES / NO   YES / NO

8.10.3
(P33) What procedures/training on emergency first aid and/or CPR are in place?

(P34) Are you aware of any safety issues?

TEAM MEMBER OBSERVATION CHECKLIST

Name of Building _____

[Rate the following items in each building visited.]

8.9   BUILDING CONDITIONS

[Circle (A)ppropriate or (I)nappropriate.]

A / I   lighting/heating/ventilation
A / I   cleanliness
A / I   general state of repair/maintenance
A / I   entrance accessible to individuals with disabilities
A / I   restroom(s) accessible to individuals with disabilities
A / I   generally appropriate for educational programs
A / I   of adequate size for the number of students

A / I   indoor recreation facilities
A / I   outdoor recreation/play areas—fences, game areas, equipment, surfaces
A / I   LMC—size, storage space, furniture
A / I   guidance office—accessible, affords privacy
A / I   health/first aid office—permits continuous supervision of ill students
A / I   infrastructure for technology

[Explain the situation for any "Inappropriate" response.]

8.10   SAFETY

YES/NO   fire extinguishers—recent inspection/test?
YES/NO   emergency exiting procedures are posted in each room by the exit?
YES/NO   lighted exit signs?
YES/NO   science laboratory—proper storage for chemicals, eye-wash station (no eye-wash bottles), chemical/fire blankets in labs using a heat source, hooded ventilation, safety glasses?
YES/NO   industrial technology shop(s)—safety glasses, machine guards, safety rules posted, safety zones marked, combustibles properly stored, appropriate ventilation?
YES/NO   agricultural education shop(s)—safety glasses, machine guards, safety rules posted, safety zones marked, combustibles properly stored, appropriate ventilation?

[Explain any "NO" response".]